



Manpower Standard

★ FAMILY MEMBER SUPPORT FLIGHT

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented descriptions for varying levels of workload. It provides the manpower needed to support a Family Member Support Flight during peacetime. It does not apply to the Air National Guard or the Air Force Reserve. This AFMS does not apply to bases where a cost comparison study (OMB circular A-76) was conducted. Both a positive and a negative mission variance must be developed for all work within the organization that has undergone a cost comparison study. This AFMS was developed in accordance with the child development program requirements outlined in DODI 6060.2; AFI 34-248, *Child Development Programs*; AFI 34-249, *Youth Programs*; AFI 34-109, *Air Force Community Activities Centers*; and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBA, 550 E Street East, Randolph AFB, Texas 78150-4451.

★ **NOTE:** This AFMS applies to all CONUS bases supporting an assigned military population (Air Force plus other US Services) above 5,000, and bases in PACAF and USAFE with an assigned military population above 1,000 designated as remote and isolated in accordance with AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*.

★ SUMMARY OF CHANGES

This AFMS supersedes AFMS 45FX, 4 March 1994, and a portion of AFMS 45DX, 6 May 1996 (FAC 45D9, Recreation Center). It is being reaccomplished because of the Services' reorganization into small, medium, and large organizations. It includes minor administrative changes in the overall layout of the AFMS and renumbering of all paragraphs. Changes are identified with a ★.

1. Core Composition. The Family Member Support Flight provides child development, youth, and community support services and programs to the wing.

1.1. Family Member Support Flight Chief. Responsible for administration of the Family Member Support Flight.

1.2. Child Development Center Section (FAC 45F2). Responsible for providing safe, well-staffed, well-equipped, and well-managed child development centers and part-day preschools on Air Force bases, where parents have a need for child care and the commander approves such activities. Programs include hourly, part-day, and full-day services.

★ **1.3. Youth Program Section (FAC 45F1)** (formerly referred to as Youth Activities). Responsible for providing social, educational, recreational, and cultural activities for youth of Air Force families. Provides school-age care (before and after school and during school holidays) for children 5-14 years of age to help parents with the supervision of their children while they are on active duty or employed. Supervision of the base youth sports program is a responsibility of this section.

★ **1.4. Community Center Section (FAC 45D9)** (formerly referred to as Recreation Center). Responsible for administering the community center as a mixed-age, multi-use community leisure facility incorporating programs for singles and families. Responsible for coordinating the use of the facility by other sections and planning and

coordinating social, educational, recreational, and cultural events for youth, families, and teens. Responsible for conducting special events related to mission of flight.

★1.5. **Family Child Care Section** (formerly a variance in the Child Development Center Section). Responsible for recruiting, screening, training, licensing, and monitoring individuals on and off base to provide child care for a small number of children in their quarters or home on Air Force bases, where parents have a need for child care and the commander approves such activities. Licensed homes provide hourly, part-day, and full-day care.

2. Standard Data. See Attachments 2 through 6 for this information.

3. Application Instructions. Refer to Attachment 1 to identify if this AFMS applies to your location. If so, total the organization manpower requirements after applying the individual standards in the attachments.

4. Statement of Conditions (SOC). There will be no military assigned to this flight with the exception of those earned in the Community Center. There are no initiatives that affect the Family Member Support Flight. The hours of operation vary from location to location. Any variances are added or subtracted to or from the total authorizations by attachment. Round using current rounding rules.

THOMAS E. SPITZER
Chief, Systems Integration and Support Division
Air Force Center for Quality and Management Innovation

Attachments

1. Applicability Matrix
2. Family Member Support Flight Chief
3. Child Development Center
4. Youth Program
5. Community Center
6. Family Child Care

★APPLICABILITY MATRIX

APPLICABLE AFMS	45XA	45XB	45XC	45XD	45XE	45XF	45XG	45XH	45XI
Large Bases*	X	X	X	X	X			X	X
Medium Bases**	X			X	X	X		X	X
Small Bases***	X				X		X	X	X

*All bases supporting an assigned military population (Air Force plus other US Services) above 5,000, and bases in PACAF and USAFE with an assigned military population above 1,000 designated as remote and isolated IAW AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR)*, and *Nonappropriated Fund Instrumentalities*.

**For all CONUS bases with an assigned military population from 1,000 to 5,000 and all overseas bases with an assigned military population up to 5,000, not otherwise designated as “large” bases.

***For all CONUS bases with an assigned military population below 1,000.

FAMILY MEMBER SUPPORT FLIGHT CHIEF (45F0)

A2.1. Core Composition. Not applicable.

A2.2. Standard Data:

A2.2.1. **Approval Date.** July 1992

A2.2.2. **Man-hour Data Source.** Not applicable (Constant Manning).

A2.2.3. **Man-hour Equation.** Y = 1 position.

A2.2.4. **Workload Factor.** Not applicable.

A2.2.5. Points of Contact:

A2.2.5.1. **Functional Representatives.** Dr. Beverly Schmalzried, HQ USAF/SVY, DSN 664-6421 and Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A2.2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext. 3123; or Mrs. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext. 3107.

A2.3. Application Instructions. One position is earned if the flight has two or more of the following: a Child Development Center Section, a Family Child Care Section, a Community Center Section, or a Youth Program Section. Refer to the manpower table at Appendix B for grade and skill. Authorizations for the training and curriculum function are earned under the Child Development Center. These authorizations should be organizationally realigned under the Flight Chief.

A2.4. Statement of Conditions (SOC). There are no initiatives that affect the Family Member Support Flight Chief. The hours of operation vary from location to location.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

FAMILY MEMBER SUPPORT FLIGHT CHIEF

ADMINISTERS THE FAMILY MEMBER SUPPORT FLIGHT.

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PROCESS ANALYSIS SUMMARY

FAMILY MEMBER SUPPORT FLIGHT CHIEF

PROCESS TITLE

FRACTIONAL MANPOWER

ADMINISTERS FAMILY MEMBER SUPPORT
FLIGHT

1

TOTAL FRACTIONAL MANPOWER

1

CHILD DEVELOPMENT CENTER SECTION (45F2)

A3.1. Core Composition: This AFMS was developed for a Child Development Center Section, with a single child development center with a total children capacity between 162 and 184.

A3.1.1. **Core Manpower Required.** 9

A3.1.2. **Core Range.** 5 - 32

A3.1.3. **Programming Factor.** Child Development Center Operational Capacity.

A3.2. Standard Data:

A3.2.1. **Approval Date.** July 1992

A3.2.2. **Man-hour Data Source.** Questionnaire and AF Form 1194, **Semiannual Child Development Program Report.**

A3.2.3. **Man-hour Equation.** $Y = 387.7 + 8.264X$

A3.2.4. Workload Factor:

A3.2.4.1. **Title.** Child Development Center Operational Capacity.

A3.2.4.2. **Definition.** The total number of children the child development center and any annexes can accommodate at one point in time.

A3.2.4.3. **Source.** AF Form 1194, **Semiannual Child Development Program Report.** Sum the totals for Child Care (1a) and the Annexes (1b) in block 1.

A3.2.5. Points of Contact:

A3.2.5.1. **Functional Representatives.** Dr. Beverly Schmalzried, AF/SVY, DSN 664-6421 and Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826

A3.2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext. 3123; or Mrs. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext. 3107.

A3.3. Application Instructions:

A3.3.1. The following instructions are for the Child Development Center core and variances. (When computing man-hours for a new facility or existing facility, capacity of 96 or less should be treated as an annex, and capacity of 97 or greater should be treated as a separate child development center). Part-day preschools are operated by the child development center program. If they are located within the child development center, include the capacity of the rooms used for this purpose as part of the child development center capacity. If they are in a separate facility or part of another facility, such as the youth center, they should be operated by the child development center. This capacity should be considered as an annex of the child development center if the operational capacity is 96 or less or as a separate child development center if the capacity is 97 or more.

A3.3.1.1. **Step 1.** Compute the core man-hours for the Child Development section. If applicable, subtract the man-hours from variance A3C.2 in Appendix C. Divide the resulting man-hours by the applicable CONUS or overseas MAF with overload factor (use current rounding rules for civilians) to arrive at the total number of positions for the Child Development Section at your base. Refer to the manpower table at Appendix B, Child Development Center Section, for skill and grade distribution.

A3.3.1.2. **Step 2.** Compute any applicable variance man-hours, and refer to the variances' matrix for the number of positions earned at Appendix C. Refer to the appropriate manpower table at Appendix B for skill and grade distribution

A3.3.1.3. **Step 3.** Total the authorizations from paragraphs A3.3.1.1 and A3.3.1.2 above.

A3.3.2. This is a civilian work center.

A3.4. Statement of Conditions (SOC). There are no initiatives that affect the Child Development Center. The hours of operation vary from location to location.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D - Process Analysis Summary

★PROCESS ORIENTED DESCRIPTION**CHILD DEVELOPMENT CENTER SECTION****A3A.1. ADMINISTERS CHILD DEVELOPMENT CENTER PROGRAM:**

- A3A.1.1. DEVELOPS, ADMINISTERS, AND EVALUATES PROGRAM.
- A3A.1.2. PERFORMS OPERATION AND PERSONNEL RESOURCES FUNCTIONS.
- A3A.1.3. CONTROLS FINANCIAL RESOURCES.
- A3A.1.4. ENSURES SAFETY/HEALTH REQUIREMENT AND CHILD ABUSE PREVENTION.
- A3A.1.5. IDENTIFIES CHILDREN WITH SPECIAL NEEDS; DEVELOPS INDIVIDUAL PLAN.
- A3A.1.6. PERFORMS CERTIFICATION/ACCREDITATION FUNCTIONS:
 - A3A.1.6.1. ENSURES DEFICIENCIES ARE CORRECTED.
 - A3A.1.6.2. ENSURES GOALS ARE MET.
- A3A.1.7. PROVIDES ORIENTATION TO PARENTS.
- A3A.1.8. SCHEDULES EMPLOYEES.
- A3A.1.9. PROVIDES ORIENTATION TO NEW EMPLOYEES.
- A3A.1 10. PERFORMS FOOD OPERATIONS PROGRAM FUNCTION.
 - A3A.1 10.1. PLANS AND BUDGETS FOOD OPERATION.
 - A3A.1 10.2. ORDERS FOOD ITEMS.
 - A3A 1.10.3. PERFORMS USDA FOOD PROGRAM FUNCTIONS.
- A3A.1.11. ASSISTS PARENT ADVISORY BOARD.
- A3A.1.12. PREPARES CENTER PUBLICITY AND PUBLICATIONS.
- A3A.1.13. ENSURES EMPLOYEES COMPLETE TRAINING AND FOLLOW TRAINING PLAN.
- A3A.1.14. DOCUMENTS COMPLETED TRAINING.

A3A.2. PERFORMS TRAINING AND CURRICULUM FUNCTION:

- A3A.2.1. DEVELOPS AND MAINTAINS FLIGHT TRAINING PLANS.
 - A3A.2.1.1. CONDUCTS TRAINING SESSIONS.
 - A3A.2.1.2. KEEPS CURRICULUM RESOURCE LIBRARY.
 - A3A.2.1.3. CONDUCTS SPECIAL TEACHING ACTIVITIES.
 - A3A.2.1.4. ORGANIZES FLIGHT-WIDE CURRICULUM EVENTS.
 - A3A.2.1.5. INSTRUCTS FLIGHT EMPLOYEES AND FAMILY DAY CARE PROVIDERS.
 - A3A.2.1.6. MONITORS WEEKLY LESSON PLANS.
 - A3A.2.1.7. ENSURES WEEKLY LESSON PLANS ARE FOLLOWED.
 - A3A.2.1.8. ASSISTS IN CHILD ABUSE PREVENTION AND DETECTION PROGRAM.
 - A3A.2.1.9. ADVISES FLIGHT CHIEF ON MANAGER PERFORMANCE.
- A3A.2.2. ASSISTS WITH PROGRAM ACCREDITATION.
- A3A.2.3. ASSISTS WITH CHILDREN WITH SPECIAL NEEDS.
- A3A.2.4. ORGANIZES FLIGHT BOARDS AND COMMITTEES.
- A3A.2.5. SERVES ON BASE BOARDS AND COMMITTEES.
- A3A.2.6. CONDUCTS COMMUNITY NEED ASSESSMENT.
- A3A.2.7. FACILITATES FAMILY CHILD CARE PANEL.
- A3A.2.8. COORDINATES FACILITY CONSTRUCTION.

A3A.3. PERFORMS APF CAREGIVING:

- A3A.3.1. MONITORS SUBORDINATE CAREGIVERS.
- A3A.3.2. MAINTAINS RECORDS.
- A3A.3.3. PROJECTS SUPPLY NEEDS.
- A3A.3.4. ASSESSES HEALTH AND SAFETY RISKS.
- A3A.3.5. ASSUMES RESPONSIBILITY FOR A GROUP OF CHILDREN.
- A3A.3.6. ADMINISTERS MEDICATION TO CHILDREN.
- A3A.3.7. CONDUCTS HOURLY CHILD CARE COUNT.
- A3A.3.8. ASSISTS WITH WEEKLY AND DAILY ACTIVITY PLANS.
- A3A.3.9. ENSURES ACTIVITIES AND TRANSITION TIMES ARE PERFORMED.

A3A.3.10. ASSISTS PARENTS.

A3A.3.11. ENSURES PROPER ROOM ARRANGEMENT.

A3A.4. PERFORMS DESK/OPERATIONS ADMINISTRATION:

A3A.4.1. MONITORS AND CONTROLS CENTER ENTRY.

A3A.4.2. GREETES CUSTOMERS.

A3A.4.3. DOCUMENTS ARRIVAL AND DEPARTURE OF CHILDREN.

A3A.4.4. CONDUCTS DAILY HEALTH CHECKS.

A3A.4.5. MAINTAINS AND UPDATES WAITING LIST.

A3A.4.6. COLLECTS PAYMENT FROM CUSTOMERS.

A3A.4.7. PREPARES CASHIER'S REPORT.

A3A.4.8. MONITORS ACTIVITY ROOMS THROUGH CLOSED CIRCUIT SURVEILLANCE.

A3A.4.9. OBTAINS AND RECORDS CHILD COUNT.

A3A.4.10. TAKES HOURLY CARE RESERVATIONS.

A3A.4.11. MONITORS IMMUNIZATION RECORDS OF CHILDREN.

A3A.4.12. MAINTAINS LOBBY APPEARANCE.

A3A.4.13. ANSWERS TELEPHONE INQUIRIES.

A3A.4.14. PREPARES USDA REPORTS.

A3A.4.15. COLLECTS PARENT INCOME FORMS AND INDICATES FEES.

A3A.4.16. PREPARES TIMECARDS FOR STAFF.

A3A.4.17. PREPARES PAYROLL FOR CENTER STAFF.

A3A.4.18. TYPES CORRESPONDENCE.

A3A.4.19. MAINTAINS REPORTS.

A3A.4.20. PREPARES CHILD DEVELOPMENT CENTER HANDOUTS.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
Child Development Center/45F2 (Food Service Program Variance)			N/A							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Services Journeyman	3M051	Civ	1	1	1					
Services Apprentice	3M031	Civ		1	2					
TOTAL			1	2	3					
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Child Development Center/45F2 (Child Development Center)			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
DIRECTOR(S):											
Services Officer	34M3	CIV	1	1	1	1	1	1	1	1	1
Educ and Trng Craftsman	3S271	CIV								1	1
TRAINING AND CURRICULUM:**											
Educ and Trng Craftsman	3S271	CIV	1	1	1	1	1	1	2	2	2
DESK CLERKS/OPS ADMIN:											
Information Mgt Jrnymn*	3A051	CIV	1	2	2	3	3	3	3	3	4
APF CAREGIVERS:											
Educ and Trng Jrnymn*	3S231	CIV	2	2	3	3	4	5	5	5	5
TOTAL			5	6	7	8	9	10	11	12	13
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
DIRECTOR(S):											
Services Officer	34M3	CIV	1	1	1	1	1	1	1	1	1
Educ and Trng Craftsman	3S271	CIV	1	1	1	1	1	1	1	1	1
TRAINING AND CURRICULUM:**											
Educ and Trng Craftsman	3S271	CIV	2	2	2	2	2	2	2	2	3
DESK CLERKS/OPS ADMIN:											
Information Mgt Jrnymn*	3A051	CIV	5	5	6	6	7	7	8	8	8
APF CAREGIVERS:											
Educ and Trng Jrnymn*	3S271	CIV	5	6	6	7	7	8	8	9	9
*The number of requirements associated with these positions may vary as long as the total of the two is not exceeded. NOTE: The APF and NAF distribution of 1 out of 4 caregivers is described as follows. The ratio of 1 APF caregiver to 3 NAF caregivers cannot be exceeded. **These authorizations are earned in this function but should be aligned organizationally under the Flight Chief.											
TOTAL			14	15	16	17	18	19	20	21	22

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Child Development Center/45F2 (Child Development Center)			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
DIRECTOR(S):											
Services Officer	34M3	CIV	1	1	1	1	1	1	1	1	1
Educ and Trng Craftsman	3S271	CIV	1	1	1	1	1	1	1	1	1
TRAINING AND CURRICULUM:**											
Educ and Trng Craftsman	3S271	CIV	3	3	3	3	3	3	3	3	3
DESK CLERKS/OPS ADMIN:											
Information Mgt Jrnymn*	3A051	CIV	8	9	9	10	10	11	11	12	12
APF CAREGIVERS:											
Educ and Trng Jrnymn*	3S231	CIV	10	10	11	11	12	12	13	13	14
TOTAL			23	24	25	26	27	28	29	30	31
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
DIRECTOR(S):											
Services Officer	34M3	CIV	1	1	1						
Educ and Trng Craftsman	3S271	CIV	1	1	1						
TRAINING AND CURRICULUM:**											
Educ and Trng Craftsman	3S271	CIV	3	3	3						
DESK CLERKS/OPS ADMIN:											
Information Mgt Jrnymn*	3A051	CIV	13	13	14						
APF CAREGIVERS:											
Educ and Trng Jrnymn*	3S271	CIV	14	15	15						
*The number of requirements associated with these positions may vary as long as the total of the two is not exceeded. NOTE: The APF and NAF distribution of 1 out of 4 caregivers is described as follows. The ratio of 1 APF caregiver to 3 NAF caregivers cannot be exceeded. **These authorizations are earned in this function but should be aligned organizationally under the Flight Chief.											
TOTAL			32	33	34						

VARIANCES

CHILD DEVELOPMENT CENTER SECTION

A3C.1. Title. Positive Mission Variance for Assistant Director.

A3C.1.1. **Definition.** It includes time for an Assistant Director at each annex.

A3C.1.2. **Impact.** +148.00 man-hours per annex.

A3C.1.3. **Applicability.** This variance applies to a Child Development Center that operates one or more annexes eight hours per day, five days per week. Compute the man-hours and refer to the matrix below for the number of positions earned. Once you have positions earned, refer to the manpower table at Appendix B for skill and grade distribution.

MAN-HOURS	POSITIONS ALLOWED
148	1
296	2
444	3
592	4
740	5
888	6
1036	7
1184	8
1332	9

A3C.2. Title. Negative Mission Variance for Military Population Reductions.

A3C.2.1. **Definition.** This negative variance deletes man-hours from the Child Development Section AFMS when base military population is reduced.

A3C.2.2. **Impact.** .420 man-hours per military authorization reduced beginning at population 2442.

A3C.2.3. **Applicability.** This variance is applicable to Child Development Centers at bases reduced or to be reduced in military population in excess of 2441. If military population will decrease by more than 2441, multiply the difference by .42 and subtract the resulting man-hours from the equation in paragraph A3.2.3. (Example: Military population is programmed to be reduced by 4000. Subtract 2441 from 4000 (4000 - 2441 = 1559). Multiply result by .42 (1559 x .42 = 654.78 monthly man-hours). Subtract the 654.78 man-hours from the equation result in paragraph A3.3.1.1, the child development center total man-hour requirement).

A3C.3. Title. Positive Mission Variance for Food Service Program.

A3C.3.1. **Definition.** It includes time for child development centers not eligible to participate in the USDA Child Care Food Program.

A3C.3.2. **Impact.** +1.000 man-hour for every 20 daily lunches.
 +1.000 man-hour for every 50 daily breakfasts.

A3C.3.3. **Applicability.** This variance credits the following overseas bases with time for the operation of their food service function.

BASES:

MOLESWORTH	HOWARD	MILDENHALL	RHEIN MAIN	YOKOTA
AVIANO	KADENA	MISAWA	SEMBACH	
BITBURG	LAJES	OSAN	SPANGDAHLEM	
INCIRLIK	LAKENHEATH	RAMSTEIN	VOGELWEH	

Divide the number of daily lunches by 20, and divide the number of daily breakfasts by 50; add the resulting numbers together and multiply by 20.91 days/month to arrive at the monthly man-hours for this variance. Compute the man-hours and refer to the matrix below for the number of positions earned. Once you have positions earned, refer to the manpower table at Appendix B for skill and grade distribution.

MAN-HOURS	POSITIONS ALLOWED
80 - 159	1
160 - 318	2
319 - 477	3

A3C.4. Title. Positive Mission Variance for Child Development Center.

A3C.4.1. **Definition.** This variance provides manpower for the operation of a food service function at geographically separated facilities

A3C.4.2. **Impact.** +1 constant Manpower Requirement.

A3C.4.3. **Applicability.** Applies to the following installations for the geographically separated facilities identified in parentheses:

Howard (+1 for Albrook AFS)
 Spangdahlem (+1 for Bitburg)
 Ramstein (+1 for Vogelweh and +1 for Sembach)

PROCESS ANALYSIS SUMMARY**CHILD DEVELOPMENT CENTER SECTION**

PROCESS TITLE	WORKLOAD	FRACTIONAL MANPOWER
ADMINISTERS CHILD DEVELOPMENT PROGRAM	CHILDREN CAPACITY 162-184	1
PERFORMS TRAINING AND CURRICULUM FUNCTION	SAME AS ABOVE	1
PERFORMS APF CAREGIVING	SAME AS ABOVE	3.95
PERFORMS DESK CLERK/OPERATIONS ADMINISTRATION	SAME AS ABOVE	3.05
	TOTAL FRACTIONAL MANPOWER	9

YOUTH PROGRAMS SECTION (45F1)

A4.1. Core Composition. This AFMS was developed for a Youth Program Section to support an objective wing of approximately 2700 military personnel.

A4.1.1. **Core Manpower Required.** 2

A4.1.2. **Core Range.** 1 - 5

A4.1.3. **Programming Factor.** Authorized Military Population.

A4.2. Standard Data:

A4.2.1. **Approval Date.** July 1992

A4.2.2. **Man-hour Data Source.** Questionnaire and workshop.

A4.2.3. **Man-hour Equation.** The following is a table of positions required for the Youth Program in lieu of a man-hour equation.

A4.2.3.1. **Program Director.** Y = 1 per base with an authorized military population of 1000 or greater.

A4.2.3.2. **Assistant/Program/Sports Director:**

AUTHORIZED MILITARY POPULATION	POSITIONS ALLOWED
1000 - 5000	1
5001 - 10000	2
10001 +	3

A4.2.3.3. **Administrative Support:**

AUTHORIZED MILITARY POPULATION	POSITIONS ALLOWED
0 - 5000	0
5001 +	1

A4.2.3.4. **Workload Factor:**

A4.2.3.4.1. **Title.** Authorized Military Population.

A4.2.3.4.2. **Definition.** Total number of military population authorized to the installation to include other services.

A4.2.3.4.3. **Source.** The Unit Manpower Document, File Part A, funded authorizations. For AETC, authorized PCS students must be added to the permanent party figure for all bases. For other services, use their authorized strength.

A4.2.3.5. **Points of Contact:**

A4.2.3.5.1. **Functional Representatives.** Dr. Beverly Schmalzried, HQ USAF/SVY, DSN 664-6421, and Mr. Billy Carter HQ AFSVA/SVXH, DSN 487-2826.

A4.2.3.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

A4.3. Application Instructions:

A4.3.1. Resale operations (e.g., snack bars) are not authorized appropriated fund (APF) manpower.

A4.3.2. This is a civilian work center.

A4.4. Statement of Conditions (SOC). There are no initiatives that affect the Youth Programs Section. The hours of operation vary from location to location.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D - Process Analysis Summary

★PROCESS ORIENTED DESCRIPTION**YOUTH PROGRAMS SECTION****A4A.1. ADMINISTERS PROGRAM:**

- A4A.1.1. ADMINISTERS YOUTH PROGRAM.
- A4A.1.2. DEVELOPS OPERATIONAL DIRECTIVES.
- A4A.1.3. DETERMINES YOUTH PROGRAM PERSONNEL.
- A4A.1.4. DETERMINES FACILITY AND EQUIPMENT REQUIREMENTS.
- A4A.1.5. MONITORS FISCAL OPERATIONS.
- A4A.1.6. ACCOMPLISHES PROMOTIONAL PLANS AND PUBLICITY.
- A4A.1.7. DEVELOPS AND COORDINATES ACTIVITY SCHEDULE.
- A4A.1.8. RECRUITS AND MONITORS VOLUNTEERS.
- A4A.1.9. TRAINS PERSONNEL.
- A4A.1.10. DEVELOPS BUDGET ESTIMATES.
- A4A.1.11. PREPARES INDIVIDUAL/PERSONAL SERVICES CONTRACTS.
- A4A.1.12. IMPLEMENTS SPECIAL PROGRAMS.
- A4A.1.13. MAINTAINS LIAISON WITH PARENTS.
- A4A.1.14. FACILITATES PARENT INVOLVEMENT.
- A4A.1.15. ENSURES SAFETY/HEALTH NEEDS AND CHILD ABUSE PROTECTION.
- A4A.1.16. ARRANGES FOR STAFF TRAINING.
- A4A.1.17. MAINTAINS STAFF RECORDS.

A4A.2. ADMINISTERS YOUTH ACTIVITIES:

- A4A.2.1. PREPARES FACILITY/FIELDS FOR YOUTH ACTIVITY.
- A4A.2.2. COORDINATES OR LEADS ACTIVITY.
- A4A.2.3. COLLECTS PROGRAM FEES/CHARGES.
- A4A.2.4. MAINTAINS AND ISSUES EQUIPMENT.
- A4A.2.5. PREPARES PROGRAM PUBLICITY.
- A4A.2.6. RECRUITS CHAPERONES/SPONSORS.
- A4A.2.7. PROVIDES ACTIVITIES THAT PROMOTE SOCIAL INTERACTION, DEVELOPMENT OF LEISURE SKILLS, AND PERSONAL GROWTH.
- A4A.2.8. PROVIDES CULTURAL ACTIVITIES AND OUTDOOR RECREATIONAL ACTIVITIES.
- A4A.2.9. CONDUCTS SPECIAL EVENTS.
- A4A.2.10. COORDINATES AND LEADS YOUTH SPORTS PROGRAMS.
- A4A.2.11. TRAINS COACHES AND OTHER VOLUNTEERS.
- A4A.2.12. ENSURES PROTECTION FROM INJURY AND CHILD ABUSE.
- A4A.2.13. ARRANGES SELF-DIRECTED LEISURE ACTIVITIES:
 - A4A.2.13.1. PREPARES MATERIALS.
 - A4A.2.13.2. INTERACTS WITH YOUTH DURING SELF-DIRECTED ACTIVITIES.

A4A.3. ADMINISTERS THE SCHOOL AGE CARE PROGRAM:

- A4A.3.1. PUBLICIZES PROGRAM.
- A4A.3.2. RECRUITS AND ENROLLS CHILDREN.
- A4A.3.3. COLLECTS FEES AND CHARGES.
- A4A.3.4. PREPARES WEEKLY AND DAILY ACTIVITY PLANS.
- A4A.3.5. IDENTIFIES EQUIPMENT AND SUPPLY NEEDS.
- A4A.3.6. MANAGES FOOD SERVICE PROGRAM.
- A4A.3.7. INTERACTS WITH AND GUIDES YOUTH.
- A4A.3.8. ARRANGES ENVIRONMENT.
- A4A.3.9. GREETES CHILDREN.
- A4A.3.10. MEETS WITH PARENTS.
- A4A.3.11. RESOLVES CONFLICTS.
- A4A.3.12. IDENTIFIES CHILDREN WITH SPECIAL NEEDS.

A4A.3.13. MAINTAINS RECORDS.

A4A.3.14. SUPERVISES EMPLOYEES AND VOLUNTEERS.

A4A.4. PERFORMS DESK/OPERATIONS ADMINISTRATION:

A4A.4.1. MONITORS AND CONTROLS CENTER ENTRY, AND GREETES CUSTOMERS.

A4A.4.2. DOCUMENTS CHILD ARRIVAL/DEPARTURE.

A4A.4.3. COLLECTS PAYMENTS FROM CUSTOMERS AND PREPARES CASHIER REPORT.

A4A.4.4. MONITORS CLOSED CIRCUIT SURVEILLANCE.

A4A.4.5. MAINTAINS AND UPDATES WAITING LIST.

A4A.4.6. TAKES PROGRAM RESERVATIONS.

A4A.4.7. MAINTAINS LOBBY APPEARANCE.

A4A.4.8. ANSWERS TELEPHONE INQUIRIES.

A4A.4.9. MAINTAINS RECORDS.

A4A.4.10. PREPARES REPORTS.

A4A.4.11. PREPARES TIMECARDS FOR STAFF.

A4A.4.12. TYPES CORRESPONDENCE.

A4A.4.13. ASSISTS WITH USDA FOOD PROGRAM.

A4A.4.14. PREPARES PROGRAM PUBLICATIONS.

A4A.5. ADMINISTERS YOUTH SUPPORT PROGRAM:

A4A.5.1. DEVELOPS AND IMPLEMENTS YOUTH SPONSORSHIP PROGRAM.

A4A.5.2. COORDINATES YOUTH RELOCATION ACTIVITIES WITH FAMILY SUPPORT.

A4A.5.3. PROVIDES ACTIVITIES FOR NEWCOMERS.

A4A.5.4. COORDINATES DRUG AND OTHER HEALTH EDUCATION PROGRAMS WITH SP, SAG, AND OTHER BASE AGENCIES.

A4A.5.5. CONDUCTS HOMEWORK ASSISTANCE AND TUTORING PROGRAMS.

A4A.5.6. COORDINATES JUVENILE DIVERSION PROGRAMS WITH SP.

A4A.5.7. PROVIDES SPECIAL YOUTH PROGRAMS DURING DEPLOYMENTS, EXERCISES, ETC.

A4A.5.8. MAKES REFERRALS TO APPROPRIATE AGENCIES.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Youth Activities Program/45F1			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services Craftsman	3M071	Civ	1	1	1	1					
Services Journeyman	3M051	Civ	1	2	2	3					
Information Mgt Journeyman	3A051	Civ			1	1					
TOTAL			2	3	4	5					
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

VARIANCE**YOUTH PROGRAMS**

A4C.1. Title. Positive Mission Variance for Geographically Separated Youth Programs.

A4C.2. Definition. Credits the parent base with manpower requirements for the operation of Youth Programs located at housing areas that are geographically separated from the base.

A4C.3. Impact. As shown below:

PARENT BASE	HOUSING AREA	IMPACT
Ramstein, GM	Vogelweh	+4.00 Constant Manpower
Spangdahlem, GM	Trier Housing	+2.00 Constant Manpower

A4C.4. Applicability. Applies to Vogelweh and Trier housing.

PROCESS ANALYSIS SUMMARY**YOUTH PROGRAMS**

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
ADMINISTERS PROGRAM	3000/MIL POP	1
ADMINISTERS YOUTH ACTIVITIES	SAME AS ABOVE	.40
ADMINISTERS THE SCHOOL AGE CARE PROGRAM	SAME AS ABOVE	.30
PERFORMS DESK/OPERATIONS ADMINISTRATION	SAME AS ABOVE	.10
ADMINISTERS YOUTH SUPPORT PROGRAM	SAME AS ABOVE	.20
TOTAL FRACTIONAL MANPOWER		2

COMMUNITY CENTER SECTION (45D9)

A5.1. Core Composition. This AFMS was developed for a Community Center Section to support an objective wing with approximately 2400 enlisted population.

A5.1.1. Core Manpower Required. 5

A5.1.2. Core Range. 5-10

A5.1.3. Programming Factor. Authorized Base Enlisted Population (2,400 Auth E1-E9 Enlisted)

A5.2. Standard Data:

A5.2.1. Approval Date. July 1992

A5.2.2. Man-hour Data Source. Workshop Measurement

A5.2.3. Man-hour Equation. $Y = 641.1 + .05758X$

A5.2.4. Workload Factor:

A5.2.4.1. Title. Authorized Base Enlisted Population.

A5.2.4.2. Definition. The number of enlisted personnel authorized to the installation.

A5.2.4.3. Source. The Unit Manpower Document. File Part A - exclude contract man-year CMEs. For AETC, authorized PCS students must be added to the permanent party figure for all bases. For other services, use counts provided by inter-service support agreement only.

A5.2.5. Points of Contact:

A5.2.5.1. Functional Representatives. Dr. Beverly Schmalzried, HQ USAF/SVY, DSN 664-6421, and Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A5.2.5.2. AFCQMI Representative. Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

A5.3. Application Instructions:

A5.3.1. Step 1. Determine the total number of authorized enlisted military personnel. Use the resultant number as the "X" factor to solve the equation in paragraph A5.2.3 above. **NOTE:** This standard applies separately to each community center. Bases with multiple community centers will divide the authorized enlisted personnel by the number of community activity centers, and apply the average to the standard at paragraph A5.2.3 above, once for each community activity center. If programs operated by other sections (school age program, teen centers, etc.) are housed in the community center, the manpower requirements for these programs should be computed in the applicable section, not in the community center section.

A5.3.2. Step 2. Compute the Community Center variance man-hours at Appendix C.

A5.3.3. Step 3. Total the standard and variance man-hours.

A5.3.4. Step 4. This is a military/civilian work center.

A5.3.5. Step 5. Divide the monthly man-hour total by the applicable man-hour availability and overload factors. The answer will quantify the required fractional manpower. Use current rounding rules to determine required manpower.

A5.3.6. Determine skill and grade distribution using the Standard Manpower Table at Appendix B. Equivalent civilian grades may be substituted at any grade and skill level depicted on the Standard Manpower Table.

A5.4. Statement of Conditions (SOC):

A5.4.1. The functional OPR has specified the following acceptable level of service for the work center:

A5.4.1.1. Each community center will be open to patrons a minimum of 63 hours and a maximum of 91 hours per week, scheduled in such a manner as to serve the greatest number of patrons. Each community center will normally be open to patrons on weekends and holidays.

A5.4.1.2. The impact of physical layout on manpower requirements is reflected in man-hours added to the "a" value of the man-hour equation.

A5.4.2. Food/beverage programs and FAMCAMPs are not authorized APF manpower.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION**COMMUNITY CENTER SECTION****A5A.1. DIRECTS PROGRAM:**

- A5A.1.1. DIRECTS LEISURE ACTIVITIES PROGRAM.
- A5A.1.2. DEVELOPS OPERATIONAL DIRECTIVES.
- A5A.1.3. DETERMINES FACILITY PERSONNEL, FACILITY, AND EQUIPMENT REQUIREMENTS.
- A5A.1.4. MONITORS FISCAL OPERATION.
- A5A.1.5. CONDUCTS NEEDS AND INTEREST ASSESSMENTS.
- A5A.1.6. DEVELOPS AND IMPLEMENTS MARKETING STRATEGIES.
- A5A.1.7. DEVELOPS AND COORDINATES ACTIVITY SCHEDULES.
- A5A.1.8. DEVELOPS BUDGET ESTIMATE.
- A5A.1.9. BRIEFS SQUADRONS AND COMMUNITY GROUPS ON ACTIVITIES.
- A5A.1.10. PREPARES INDIVIDUAL/PERSONAL SERVICES CONTRACTS.
- A5A.1.11. COORDINATES CUSTODIAL SERVICES WITH CONTRACT QAE.
- A5A.1.12. MAINTAINS OUTSIDE AND INSIDE OF FACILITY.

A5A.2. COORDINATES FACILITY USE:

- A5A.2.1. MEETS WITH PROGRAM COORDINATORS TO PLAN FACILITY USE.
- A5A.2.2. SCHEDULES USE OF FACILITY BY FLIGHT PROGRAMS.
- A5A.2.3. SCHEDULES USE OF FACILITY BY EXTERNAL GROUPS.
- A5A.2.4. HOSTS COMMAND AND MISSION USE OF FACILITY.
- A5A.2.5. IDENTIFIES FACILITY REPAIR AND MAINTENANCE REQUIREMENTS.
- A5A.2.6. COORDINATES MAINTENANCE AND RENOVATION ACTIVITIES.
- A5A.2.7. DECORATES FACILITY TO REFLECT HOLIDAY AND PROGRAM THEMES.
- A5A.2.8. GREETES FACILITY USERS AND CONDUCTS FACILITY TOURS.
- A5A.2.9. ASSISTS EXTERNAL GROUPS IN USE OF FACILITY.

A5A.3. ASSISTS CLUBS AND OTHER SPECIAL INTEREST ORGANIZATIONS:

- A5A.3.1. IDENTIFIES INDIVIDUALS WITH SPECIAL INTERESTS.
- A5A.3.2. ASSISTS INDIVIDUALS WITH SPECIAL INTERESTS TO DEVELOP CLUBS, GROUPS, ASSOCIATIONS, ETC.
- A5A.3.3. ASSISTS OTHER FLIGHT SECTIONS WITH PARENT AND BOOSTER GROUP MEETINGS.
- A5A.3.4. SCHEDULES USE OF FACILITY BY SPECIAL INTEREST ORGANIZATIONS.
- A5A.3.5. COORDINATES WITH RETIREE AFFAIRS ON PROGRAMS FOR AND FACILITY USE BY RETIREES AND OTHER SENIORS.
- A5A.3.6. COORDINATES WITH PRIVATE ORGANIZATIONS ON PROGRAMS FOR AND FACILITY USE BY PRIVATE ORGANIZATIONS.
- A5A.3.7. PROVIDES SPACE FOR SPECIAL INTEREST ORGANIZATIONS, RETIREE ASSOCIATIONS, PRIVATE ORGANIZATIONS, AND OTHERS TO PUBLICIZE THEIR ACTIVITIES.

A5A.4. CONDUCTS FAMILY ACTIVITIES:

- A5A.4.1. WORKS WITH OTHER FLIGHT PROGRAMS, CUSTOMER GROUPS, AND THE FAMILY SUPPORT CENTER TO IDENTIFY FAMILY ACTIVITY NEEDS.
- A5A.4.2. PLANS AND DEVELOPS FAMILY ACTIVITIES WITH OTHER SECTION CHIEFS, CUSTOMER GROUPS, AND THE FAMILY SUPPORT CENTER.
- A5A.4.3. PUBLICIZES FAMILY ACTIVITIES.
- A5A.4.4. DETERMINES BUDGET, SUPPLY, EQUIPMENT, FACILITY, AND PERSONNEL NEEDS FOR FAMILY ACTIVITIES.
- A5A.4.5. CONDUCTS FAMILY ACTIVITIES.
- A5A.4.6. IDENTIFIES FAMILY ACTIVITY NEEDS DURING DEPLOYMENTS, EXERCISES, AND OTHER SPECIAL CONDITIONS.

A5A.4.7. PLANS AND CONDUCTS FAMILY ACTIVITIES DURING DEPLOYMENTS, EXERCISES, AND OTHER SPECIAL CONDITIONS.

A5A.4.8. CO-SPONSORS FAMILY ACTIVITIES WITH OTHER BASE AGENCIES INCLUDING THE FAMILY SUPPORT CENTER, LIBRARY, CHAPEL, MENTAL HEALTH, AND OTHERS.

A5A.4.9. EVALUATES EFFECTIVENESS OF FAMILY PROGRAMS AND MAKES NEEDED ADJUSTMENTS.

A5A.4.10. COORDINATES ACTIVITIES FOR FAMILIES WITH OTHER SERVICES PROGRAMS.

A5A.5. CONDUCTS ACTIVITIES FOR SINGLES:

A5A.5.1. IDENTIFIES SUB-GROUPS WITHIN SINGLES POPULATION.

A5A.5.2. IDENTIFIES LEISURE NEEDS AND INTERESTS OF DIFFERENT SINGLES GROUPS.

A5A.5.3. WORKS WITH POTENTIAL CUSTOMERS TO PLAN AND DEVELOP ACTIVITIES FOR SINGLES.

A5A.5.4. IDENTIFIES BUDGET, EQUIPMENT, SUPPLY, PERSONNEL, AND FACILITY REQUIREMENTS FOR SINGLES ACTIVITIES.

A5A.5.5. CONDUCTS SINGLES ACTIVITIES.

A5A.5.6. IDENTIFIES THE NEED FOR SINGLES ACTIVITIES DURING DEPLOYMENT, EXERCISES, AND OTHER SPECIAL CONDITIONS.

A5A.5.7. CONDUCTS SINGLES ACTIVITIES DURING SPECIAL CONDITIONS.

A5A.5.8. EVALUATES THE EFFECTIVENESS OF SINGLES PROGRAMS AND MAKES NEEDED ADJUSTMENTS.

A5A.5.9. COORDINATES ACTIVITIES FOR SINGLES WITH OTHER SERVICES PROGRAMS.

A5A.6. PROVIDES ACTIVITY INFORMATION:

A5A.6.1. MAINTAINS INFORMATION ON PROGRAMS WITHIN THE FLIGHT AND SERVICES.

A5A.6.2. MAINTAINS INFORMATION ON SPECIAL EVENTS, COMMERCIAL ENTERTAINMENT OPPORTUNITIES, TOURS, ATTRACTIONS, ETC., IN REGION.

A5A.6.3. DIRECTS CUSTOMERS TO INFORMATION, TICKET, AND TOUR WITHIN COMMUNITY SUPPORT FLIGHT FOR COMMERCIAL ENTERTAINMENT.

A5A.6.4. CONDUCTS NO-COST TOURS IN LOCAL AREA.

A5A.6.5. CONDUCTS BASE TOURS AND SERVICES' ORIENTATION PROGRAMS IN CONJUNCTION WITH SERVICES MARKETING PROGRAM.

A5A.6.6. MAINTAINS AND PROVIDES INFORMATION ON OFF-BASE YOUTH PROGRAMS.

A5A.6.7. MAINTAINS AND PROVIDES INFORMATION ON OFF-BASE CHILD DEVELOPMENT PROGRAMS.

A5A.6.8. MAINTAINS AND PROVIDES INFORMATION ON OFF-BASE COMMUNITY CENTERS.

A5A.6.9. MAINTAINS AND PROVIDES INFORMATION ON OFF-BASE ACTIVITIES FOR SENIORS.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Community Center Section/45D9			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services Manager	3M091	*SMS				1	1	1			
Services Craftsman	3M071	*MSG		1	1	1	1	1	1		
Services Craftsman	3M071	*TSG	1	1	1	1	1	1	1		
Services Journeyman	3M051	SSG	1	1	1	1	1	1	2		
Services Journeyman	3M051	SRA	1	1	2	2	3	3			
Services Apprentice	3M031	A1C	2	2	2	2	2	2			
TOTAL			5	6	7	8	9	10			
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
*Can be civilian position.											
TOTAL											

VARIANCES

COMMUNITY CENTER SECTION

A5C.1. Title. Positive Environment Variance for Geographically Separated Community Center Facilities.

A5C.1.1. **Definition.** Allows for additional core AFMS man-hours for installations that operate off-base community centers. These centers are generally found in housing areas that are geographically separated from the main base.

A5C.1.2. **Applicability and Impact.** Adds between +321 to +964 man-hour (+2.00 to +6.00) authorizations. Applies to the USAFE installations below. Add applicable man-hours to the core computed man-hours for the parent base.

PARENT BASE	RECREATION CENTER	MAN-HOURS
MOLESWORTH	GEOGRAPHICALLY SEPARATED HOUSING	321
LAKENHEATH	SHEPPARD GROVE	675
MILDENHALL	GEOGRAPHICALLY SEPARATED HOUSING	321
RAMSTEIN	VOGELWEH	964

A5C.2. Title. Positive Mission Variance for Community Center Hours of Operation.

A5C.2.1. **Definition.** Provides for time spent operating community centers open from 92 hours per week to 119 hours per week. The need for this variance is based on the extended hours of operation due to lack of off-base facilities at some overseas areas.

A5C.2.2. **Applicability and Impact.** Applies to Molesworth, Aviano, Incirlik, Lakenheath, Mildenhall, Ramstein, Rhein Main, and Vogelweh.

+0.333 Constant Manpower for operating hours 92-100
 +0.666 Constant Manpower for operating hours 101-110
 +1.000 Constant Manpower for operating hours 111-119

A5C.3. Title. Negative Mission Variance for Community Center.

A5C.3.1. **Definition.** Subtracts man-hours for partial Community Center operation.

A5C.3.2. **Applicability and Impact.** Subtracts 1.50 manpower requirements from Peterson AFB only.

PROCESS ANALYSIS SUMMARY**COMMUNITY ACTIVITY CENTER**

PROCESS TITLE	CORE MAN-HOURS	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
1. Directs Program	326.34	2400 Enlisted Authorized	2.0
2. Coordinates Facility Use	40.79	Same as above	.25
3. Assists Clubs and Other Special Interest Organizations	81.59	Same as above	.50
4. Conducts Family Activities	163.17	Same as above	1.0
5. Conducts Activities For Singles	163.17	Same as above	1.0
6. Provides Activity Information	40.79	Same as above	.25
TOTAL FRACTIONAL MANPOWER			5

FAMILY CHILD CARE SECTION (45F4)

A6.1. Core Composition. This AFMS was developed for a Family Child Care Program consisting of 40 family per day care homes licensed or in the process of becoming licensed.

A6.1.1. **Core Manpower Required.** 1

A6.1.2. **Core Range.** 1-4

A6.1.3. **Programming Factor.** Number of on- and off-base homes licensed or in the process of becoming licensed.

A6.2. Standard Data:

A6.2.1. **Approval Date.** July 1992

A6.2.2. **Man-hour Data Source.** AF Semi-annual Family Child Care Report

A6.2.3. **Man-hour Equations.** $Y = 1$ per 40 family day care homes licensed or in the process of becoming licensed.

A6.2.4. Workload Factor:

A6.2.4.1. **Title.** Number of Licensed (to include those in the process of becoming licensed) Family Child Care Homes.

A6.2.4.2. **Definition.** The total number of licensed family child care homes, plus the number of homes in the process of becoming licensed, including on-base and off-base sanctioned homes.

A6.2.4.3. **Source.** AF Semi-Annual Family Child Care Report, the sum of totals for licensed, in-active, and in-process homes, block 1.

A6.2.5. Points of Contact:

A6.2.5.1. **Functional Representatives.** Dr. Beverly Schmalzried, HQ USAF/SVY, DSN 664-6421, and Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A6.2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

A6.3. Application Instructions:

A6.3.1. **Step 1.** Compute the man-hours for the family child care program by multiplying the number of family child care homes licensed, inactive, or in-process by +3.975.

A6.3.2. **Step 2.** Apply the man-hours as computed above to the tables below to determine the number of positions for the family child care program.

MAN-HOURS	POSITIONS ALLOWED
0 - 79*	0
80 - 159	1
160 - 318	2
319 - 477	3
478 -636	4

*If less than 18 homes multiply +3.975 man-hours X the number of homes licensed, inactive, and in-process and add to the computations for the child development center manpower.

A6.3.3. **Step 3.** Determine skill and grade distribution using the Standard Manpower Table at Appendix B.

A6.4. Statement of Conditions (SOC). There are no initiatives that affect the Family Child Care Section.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

FAMILY CHILD CARE SECTION

ADMINISTERS FAMILY CHILD CARE PROGRAM:

- A6A.1. DEVELOPS, ADMINISTERS, AND EVALUATES PROGRAM.
- A6A.2. PERFORMS OPERATION AND PERENNIAL RESOURCES FUNCTIONS.
- A6A.3. CONTROLS FINANCIAL RESOURCES.
- A6A.4. ENSURES SAFETY/HEALTH REQUIREMENT AND CHILD ABUSE PREVENTION.
- A6A.5. IDENTIFIES CHILDREN WITH SPECIAL NEEDS; ENSURES SPECIAL TRAINING FOR PROVIDERS.
- A6A.6. PERFORMS ACCREDITATION/CERTIFICATION PROGRAM FUNCTIONS.
 - A6A.6.1. ENSURES DEFICIENCIES ARE CORRECTED.
 - A6A.6.2. ENSURES GOALS ARE MET.
 - A6A.6.3. RECRUITS NEW PROVIDERS.
 - A6A.6.4. PERFORMS ORIENTATION AND TRAINING FOR NEW PROVIDERS.
 - A6A.6.5. SCREENS POTENTIAL PROVIDERS.
 - A6A.6.6. ARRANGES HOME INSPECTIONS BY OTHER AGENCIES.
 - A6A.6.7. CONDUCTS MONTHLY HOME VISITS.
 - A6A.6.8. PREPARES PUBLICITY AND PUBLICATIONS.
 - A6A.6.9. REFERS PARENTS TO PROVIDERS
- A6A.7. PERFORMS USDA FOOD PROGRAM FUNCTIONS.
 - A6A.7.1. ORDERS EQUIPMENT AND SUPPLIES FOR LENDING PROGRAM.
 - A6A.7.2. MAINTAINS LENDING PROGRAM.
 - A6A.7.3. ASSISTS WITH PARENT COMPLAINTS.
 - A6A.7.4. ANSWERS PROVIDER QUESTIONS.
 - A6A.7.5. PROVIDES INFORMATION FOR FAMILY CHILD CARE PANEL.
 - A6A.7.6. MAINTAINS RECORDS.
 - A6A.7.7. MAINTAINS AND UPDATES WAITING LIST.

PROCESS ANALYSIS SUMMARY**FAMILY CHILD CARE SECTION**

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
Administers Family Child Care Program	# of Family Child Care Homes	4
TOTAL FRACTIONAL MANPOWER		4